

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: May 27, 2008

TO: Personnel Board

FROM: Sherry Severson, Human Resources

SUBJECT: Compensation and Safety Manager

At the request of the Human Resources Director the vacant position (#866) of Compensation and Safety Manager has been reviewed. With the vacancy occurring, there is an opportunity to update the class specification to include additional areas of responsibility and to reflect the changes that the removal of the Safety and Worker's Compensation programs present.

This is highly responsible managerial work in the development and implementation of the City's classification, compensation, and employee benefits programs. The position will continue to play a significant role in the planning and development of diverse and complex human resources projects necessitating considerable initiative, judgment and discretion and will serve an important role on the departmental management team.

I suggest retitlement of this classification to Compensation and Benefits Manager to reflect the shift of the Safety and Worker's Compensation programs to the Comptroller's Office.

I recommend continued placement in Compensation Group 18, Range 15. This placement reflects consistency with other managerial positions incorporating substantive programmatic responsibilities (e.g. Principal Planner, Community Services Supervisor), which involve a high level of autonomy in areas requiring significant judgment and discretion. Funding is available in the Human Resources Department budget and the position will be filled competitively.

Editor's Note:

<u>Compensation Group/Range</u>	<u>2007 Annual Minimum (Step 1)</u>	<u>2007 Annual Maximum (Step 5)</u>	<u>2007 Annual Maximum w/Longevity</u>
18/15	\$67,393	\$81,146	\$90,896